

GUIDELINES

DIVISION OF SANITATION FACILITIES CONSTRUCTION

Office of Environmental Health and Engineering
Navajo Area Indian Health Service
Window Rock, Arizona

CHAPTER 10--Project Procedures

Section 3: Request for Electric Service from NTUA and Other Power Suppliers

Guideline No. 10.3 (08-22)

July 2008

Supersedes: G 10.3 (99-21, Memo dated Sept 02 - *Electrical Extensions Instructions and Cost Information*, 93-13, 87-2), Requests for Electric Service from NTUA and Other Power Suppliers

Distribution: Standard List
IHS/NTUA Power Extension MOU File

INTRODUCTION

The Indian Health Service funds a number of electrical powerline extensions to well and booster pumphouses, tank sites, and control valves. This guideline discusses the methods for requesting and paying for powerline extensions from the Navajo Tribal Utility Authority (NTUA) and other suppliers to assure timely construction of the powerline extensions and payment.

IHS PROJECT MANAGER DUTIES

The IHS Project Manager should develop a request for a cost estimate for the proposed powerline extension's design, right-of-way, archaeological clearance, and construction along with a completion timetable. The request is submitted to the appropriate NTUA district office and NTUA Engineer Consultant or the appropriate office of the other power supplier with the following information:

1. IHS Project Manager and Project Name.
2. A map showing where power is desired and any existing power lines in the area. The last pole to be set by the power company should be compatible with the final siting of the pumphouse, tank, or vault (including proper clearances for overhead wires in the case of wells and routing for underground service to the pumphouse).
3. Voltage and phase desired.

4. Horsepower load (identify pump sequencing, simultaneous operation, and future sizes along with starting amps, full load amps, and other high load devices such as single to three phase power converters).
5. When the electrical service is needed.

The power supplier should respond to the Project Manager with a cost estimate. The Project Manager then discusses the cost estimate with the District Engineer. If the cost estimate is unacceptable for any reason, the DSFC Deputy Director should be notified. If the cost estimate is acceptable one of the following procedures is followed.

NTUA POWERLINE EXTENSIONS

1. For all electrical extension cost estimates for \$1,999 or less the IHS Project Manager will use their International Merchant Purchase Authorization Card (IMPAC) following the procedure outlined in the [Memorandum of Agreement \(MOU\)](#) with NTUA item 3.A (attachment A).
2. For all electrical extension cost estimates of \$2,000 or more the IHS Project Manager will forward the cost estimate through the District Engineer to the Deputy Director. The Deputy Director will issue a letter of authorization to NTUA, committing funds, requesting an invoice for the 1st 50% of the estimated cost for a fund advance, and authorizing them to proceed with construction. The Deputy Director will process payment for the advance after receipt of said invoice. After the electrical extension is placed into operation NTUA will forward a 2nd 50% invoice for the balance of the estimated cost. The Project Manager forwards the invoice through the District Engineer to the Deputy Director for payment.
3. The IHS/NTUA Engineer Consultant will provide monthly status reports to the IHS Project Manager and to the IHS DSFC Deputy Director.
4. The IHS Project Manager is encouraged to obtain monthly status updates from the NTUA district offices for all requests submitted to them. Any delays and/or unresolved problems should be shared with the District Engineer, DSFC Deputy Director, and IHS/NTUA Engineer Consultant. In most cases, the Engineer Consultant will attempt to facilitate the process where problems are encountered.

Typical costs to provide power by NTUA projected for 2009:

- 3 phase - \$ 125,000 per mile for overhead power (\$ 150,000/mi buried)
- 1 phase - \$ 44,000 per mile for overhead power (\$ 62,000/mi buried)
- Right-of-Way survey, arch, final design - \$6,000 per mile

For budget purposes, it is recommended that the above costs be increased by at least 50% to include any realignment due to archeological or any other requirements.

Typical time frames, if all landowners consent and no archeological problems occur are:

1-3 months initial cost estimate

3-9 months for final design

12-24 months for construction.

Total typical time frames for NTUA electrical extensions are 16-36 months. Therefore, it is imperative the IHS Project Engineer/Manager initiate the electrical extension process as soon as a Planning Agreement is established.

ALL OTHER ELECTRICAL SUPPLIER POWERLINE EXTENSIONS

1. For electrical suppliers accepting VISA credit cards where the total powerline extension cost estimate is within the IHS Project Manager's IMPAC single purchase limit, that method shall be used after the powerline extension is completed.
2. For electrical suppliers not accepting VISA credit cards or for all electrical extension cost estimates exceeding the IHS Project Manager's IMPAC authorization, the IHS Project Manager will forward the cost estimate, along with a request including the appropriate JCA cost coding information through the District Engineer to the NECA Warehouse Manager, with a courtesy copy to the DSFC Deputy Director, for issuance of a NECA purchase order or contract.
3. The IHS Project Manager is responsible for obtaining all status updates from non-NTUA electrical suppliers. Any delays and/or unresolved problems should be shared with the District Engineer and DSFC Deputy Director.

Problems arising with other electrical suppliers after a PO or contract is issued should be resolved through the NECA contracting officer. Prior to the issuing of a PO or contract the project manager should resolve problems directly with the supplier.

APPROVED BY:

Roger Slape, P.E., Director
Division of Sanitation Facilities Construction

Attachments:

A – [Memorandum of Understanding with NTUA](#)